

Submit Local Estimated Payment Information to TAX - Electronic Submission

Process

[HANDLE LOCAL ESTIMATED PAYMENTS](#)

Effective Date

01/29/2016

Purpose

This task is performed by the Treasurer's Office to submit an electronic file of local estimated payment data to TAX via EESMC (External Entity Secure Messaging Center) and to notify the TAX Local Estimated Payment Team of the submitted file. The preferred method of transmitting estimated payment data to TAX is via EESMC because it is faster to process and results in less errors.

Special Notes

- Estimated payments are received in the locality accompanied by Form 760ES, *Virginia Estimated Income Tax Payment Voucher for Individuals, Estates and Trusts*.
- Estimated payment information should be sent on a weekly basis to ensure that all estimated payments are posted before the tax return claiming the payments is processed. Estimated payment information should be submitted more frequently than weekly if the volume is high.
- Locality Representatives will have completed the following before performing this task:
 - Prepare the Memorandum of Assessment, Form 559 or record the necessary data in an automated system.
 - Prepare the Deposit Certificate (DC).
 - Deposit the remittances.
- **The Locality must have tested the transfer of Local Estimated files with TAX before performing this task for the first time.**

Procedure

Responsibility

Treasurer's Office Locality Representative

Steps

1. Prepare the electronic local estimated payment information file containing the required information in the file format provided by TAX.
Please refer to User Guide: [External Entity Secure Messaging Center \(EESMC\) User Guide, Chapter 3 Appendix 2 - Local Estimated File Format](#)

2. Name the file in accordance with recommended file naming convention.
Please refer to User Guide: [External Entity Secure Messaging Center \(EESMC\) User Guide Chapter 2 Appendix 1 – Local File Naming Conventions](#)
3. Complete a Local Estimated Transmittal Form for the electronic file(s).
Please refer to Form: [Local Estimated Transmittal Form](#)
NOTE: More than one electronic file may be included on one Transmittal Form.
 - A. If the Deposit Certificate has estimated payment data for one tax year, complete one Transmittal Form.
 - B. If the Deposit Certificate has estimated payment data for two tax years, complete a Transmittal Form for each tax year.
4. Submit local estimated payment information via EESMC.
Please refer to User Guide: [External Entity Secure Messaging Center \(EESMC\) User Guide Chapter 1](#)
5. View the Confirmation window in EESMC to confirm that each file was successfully transmitted to TAX.
6. Forward the Transmittal Form to the TAX Local Estimated Payment Team after the file(s) successfully transmitted.
NOTE: Your file will not be processed unless the Transmittal Form is received by the TAX Local Estimated Payment Team.
The Transmittal Form may be emailed to the TAX Local Estimated Payment Team or sent via fax.
 - A. If emailing the completed Transmittal Form to TAX,
 1. Use the following email address: TAX-ProcessingEESMC@tax.virginia.gov
 2. Please include the file name, the name of the locality, and the FIPS code in the subject line.
Example: **LOCEST_51089_2016_999.txt Henry 51089.**
 3. No cover sheet is required when emailing the completed Transmittal Form to TAX.
 - B. If faxing the document,
 1. Complete a Cover Sheet showing **Department of Taxation, TAX Local Estimated Payment Team** as the recipient.
 2. Fax your completed Transmittal Form and Cover Sheet to (804) 367-3014.

Published Date

09/14/2016